



INSTRUCTIONS

Tentative MINOR LAND DIVISION Maps

TO ENSURE ADEQUATE ALLOCATION OF TIME AND PROMPT SERVICE, IT IS REQUESTED THAT AN APPOINTMENT MUST BE MADE TO DISCUSS OR FILE SUBDIVISION MAPS

INSTRUCTIONS

A. INFORMATION

Information and/or assistance may be obtained at any of Department of Regional Planning Offices.
Main Office*
Los Angeles –320 West Temple Street, Room 1362 –Phone (213) 974-6411

APPOINTMENTS ARE REQUIRED FOR ALL FILINGS

B. MAP NUMBERS

A subdivider must obtain a map number at the Department of Public Works, 900 S. Fremont Avenue, Alhambra, CA 91801—Phone (626)458-4930.

C. PREPARATION OF TENTATIVE MINOR LAND DIVISION MAPS

Tentative minor land division maps may be prepared by any competent person. A final map or parcel map must be prepared by a licensed surveyor or registered civil engineer. Maps which are incomplete or unclear will not be accepted for submission. Maps should be approximately 18" X 26" whenever practical. The subdivision shall submit 35 prints (on white background) and one reproducible positive of the tentative map.

Each tentative map shall show the following information:

1. The map should be titled in bold letters located in lower right hand corner as follows:
"TENTATIVE MINOR LAND DIVISION"
"MAP NUMBER (*) "
(*assigned map number. See "B" above)
2. North point, date, scale and name of all owners on map. Maps should be oriented so that NORTH is at the top.
3. The dimensions and record boundaries of the total ownership
4. Sufficient dimensions and record boundaries so as to define the boundaries of the proposed minor land division.
5. The approximate boundaries, dimensions, and area of each proposed parcel.
6. A number for each parcel. (no letters)
7. The names, locations, widths and improvements (within the rights-of-way) of all adjoining highways, streets, or ways.
8. The widths and approximate alignments of all easement, whether public or private, for access, drainage, sewage disposal and public utilities which are existing or are proposed by the subdivider. (See item "M")
9. The location of the nearest fire hydrant(s), if located within 500 feet.
10. Actual street names or an identifying letter for proposed streets.
11. Indicate topography by showing approximate contours.
12. The approximate location of existing structures or improvements, drawn to scale and dimensioned to proposed lot lines, provided that if it is impossible or impractical to describe such structures or improvements on the tentative map, such information shall be submitted on a separate sheet. Show house number and disposition (to remain or to be removed) of each structure.
13. The approximate location and direction of flow of all defined water courses.
14. A vicinity map, or indicate the location and distance of the division in relation to the nearest existing cross streets.
15. Present and proposed zoning.
16. If the map is to adjust existing lot line only, label map "LOT LINE ADJUSTMENT".
17. If the map is a condominium, label map "CONDOMINIUM PURPOSES". If the project is the conversion of an existing building, label map "CONDOMINIUM CONVERSION".
18. If the map is a condominium or lease project:
 - a. Show structures with number of units therein, building setbacks, and required distances between buildings.
 - b. Access—vehicular and pedestrian. Show widths.
 - c. Parking. (Number of spaces, location, width or driveways)
 - d. Recreation and service area.
19. The location of any existing sewage disposal system which is proposed to remain in the division land.
20. Fold maps to approximately 6" to 8" to 12" with map number showing on front.

D. ZONING & SUBDIVISION

Application—35 copies
Follow Supplemental Instructions carefully

E. DISCLOSURE AFFIDAVIT

All record owners and subdividers shall submit a NOTARIZED affidavit stating that they or/their families or business relations have not subdivided any contiguous properties.

F. ENVIRONMENTAL DOCUMENTATION

An Initial Study Questionnaire must be filled out and submitted with photographs and, where appropriate*, plot plans with contours showing:

1. Grading for proposed buildable sites and access.
2. Location, species name, size and condition of oak trees and other significant trees, or a letter indicating that no such trees are on the site.

*See instruction for completing Initial Study Questionnaire.

(OVER)

- G. **ENVIRONMENTAL DOCUMENT FEES**
An Initial Fee will be collected when the tentative map is submitted unless the proposed minor land division is determined to be Categorically Exempt. If an Environmental Impact Report is determined necessary, additional fees will be required.
- H. **FILING FEES – See Fee Schedule Attached**
Fees are payable at the time the tentative map is submitted. Checks or money orders should be made payable to the County of Los Angeles.
- I. **DENSITY DETERMINATION**
It is the applicant's responsibility to submit a breakdown of the acreage within each General or Area Plan category applicable to the subject property. Where a project is also hillside management area, a slope analysis is required in which the acreage within each plan category is further broken by the following slope categories: 0 – 24.99%, 25 – 49.99%, and 50%+. These categories must also be delineated on a topographical map. Submit the slope analysis and map with the application.
- J. **ASSESSOR MAPS**
Submit two prints of the most recent Assessor Map Book page or pages covering the proposed division of land.
- K. **LIST OF OWNERS & OWNERSHIP MAP**
Submit on two sets of self-adhesive gummed labels a list, certified to be correct by affidavit of names and addresses of all persons shown on the latest assessment roll as owners of the subject property within a distance of 500 feet from the exterior boundaries of the proposed land division. Include your name and address also. If the proposal is condominium conversion, submit gummed labels with all tenants names and addresses.
- The ownership list shall be keyed to one copy of a map which is to be submitted showing the property within a distance of 500 feet of the subject property. Scale 1" = 100 feet. Also, submit a copy of the list for an office file.
- L. **TENANTS NOTIFICATION AGREEMENT**
Submit one signed copy.
- M. **AFFIDAVIT – EXISTING EASEMENTS**
Submit one copy of an affidavit certifying under penalty of perjury pursuant to Section 2015.5 of the Code of Civil Procedure that all existing easements of record are shown on the tentative map.
- N. **WHERE TO SUBMIT A TENTATIVE MINOR LAND DIVISION MAP**
Tentative minor land division maps and fees may be submitted at any office of the Department of Regional Planning.
- An appointment is necessary to submit a tentative map. Call (213) 974-6438.
- Incomplete or inadequate filings will not be accepted.
- Any questions regarding status of tentative maps after submission, shall be directed to the Department of Regional Planning, 320 West Temple Street, Los Angeles, CA 90012; Phone (213) 974-6433.
- O. **LOTS WITH MULTIPLE STRUCTURES**
- Show all structures with number of units therein, building setbacks and distances between buildings.
 - Access -- vehicular and pedestrian. Show on map, specify widths.
 - Parking – delineate on map. Specify number and type (covered or uncovered).
 - If a condo conversion, note on the map the project address and the number of each type of unit (1Br, 2 Br, etc.) and comply with the Condominium Conversion Ordinance requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been notified by prior to submittal of the tentative map.
 - Two copies of building permits or certificate of occupancy inspection. Also, submit schedule of rents.
 - Submit letter that tenants have been notified of the provision of Sec. 66452.9 of the Subdivision Map Act 60 days prior to filing the tentative map and a copy of the notification to the tenants as it is specifically worded in the Map Act.
 - Note on the map the number and type of all residential units (one bedroom, two bedrooms, etc.). Note the floor area of all commercial and industrial buildings on the subject property.

Notice

The County of Los Angeles, in accepting your application, is not guaranteeing that your application will be approved or that your land division can be completed. Any fees collected are not refundable and if your request to divide your property is approved, additional processing fees will be required prior to final approval.